



INTEROFFICE CORRESPONDENCE

DATE: October 17, 1994

TO: K. Bentzen, Data Management and Reporting, Bldg. 080, X8573

FROM: D. G. Breen, Project Services, Bldg. 080, X6997

SUBJECT: PROJECT SERVICES HIGHLIGHTS: OCTOBER 10-14, 1994 - DGB-197-94

DOE ORDER: 5700.6C

ADMINISTRATIVE SERVICES (AS) HIGHLIGHTS

ACCOMPLISHMENTS

The DOE Weekly Report was completed on time.

INFORMATION

Work continues on Performance Indicators. Initial drafts were not consistent due to a limited understanding of expectations. The instructions and directions outlined in the DOE/LV Performance Assessment Group handout have now been reviewed. Hopefully, this new information will provide insight into the dilemma of appropriately quantifying level of effort activities.

Planning and implementation of the Oracle Office installation continues. This effort is a large scale project. Should it become necessary, additional support will be requested from Information Resources.

PLANNED ACTIVITIES

A preliminary list of Performance Indicators will be presented to the Manager of Project Services by October 21, 1994.

PROBLEMS

None.

PLANS AND PROCEDURES (P&P) HIGHLIGHTS

ACCOMPLISHMENTS

See Attachment (Performance Indicators - Plans and Procedures Team).

DOCUMENT CLASSIFICATION
REVIEW WAIVER PER
CLASSIFICATION OFFICE

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ADMIN RECCRD
SW-A-003496

INFORMATION

P&PT personnel have spent two weeks researching History Files of all documents listed in the Document Review and Approval Matrix (DRAM). After examining the files, it has become apparent that some procedures will require updating. It was also discovered that a Deficiency Report (DR) was written against ERPD procedures. To close out this DR, a plan must be created to schedule the revision of the out-of-compliance procedures to be rewritten. This schedule will be created through a risk-based approach.

After researching the status of GT.27 through GT.31, P&PT decided to work with SMEs to bring these procedures to closure since there have been three to four years of data collected using these procedures.

The following procedures were transmitted to DOE for review/concurrence and have not been returned. When the P&PT Lead contacted DOE/RFFO, she was told that DOE/RFFO is reorganizing.

- August 24, 1994 - 21100-WP-OU.08, Phase I RFI/RI Work Plan Operable Unit (OU) 8
- September 24, 1994 - 4-I49-ENV-OPS-FO.31, Groundwater Recovery/Storage System Normal Operations, OU 1, Building 891
- September 24, 1994 - 4-I52-ENV-OPS-FO.34, Ion Exchange System Normal Operations, OU 1, Building 891
- September 14, 1994 - 4-I54-ENV-OPS-FO.36, Ion Exchange System Regeneration Operations, OU 1, Building 891
- September 14, 1994 - 4-I55-ENV-OPS-FO.37, Neutralization Tank Normal Operations, OU 2, Building 891
- September 14, 1994 - 4-I57-ENV-OPS-FO.39, Calibration, Operation, and Maintenance of Monitoring and Fluid Handling Equipment, OU 1, Building 891
- September 30, 1994 - 4-L02-ER-OPS-GT.20, Soil Interstitial Water Sampling
- September 7, 1994 - 4-I59-ENV-OPS-FO.41, System Normal Operations OU 2, Field Treatability Unit
- September 7, 1994 - 4-I60-ENV-OPS-FO.42, Chemical Cleaning Operations OU 2, Field Treatability Unit
- September 7, 1994 - 4-I61-ENV-OPS-FO.43, Filter Press Operation and Cleaning OU 2, Field Treatability Unit
- September 9, 1994 - 4-I62-ENV-OPS-FO.44, Spent Granular Activated Carbon Transfer OU 2, Field Treatability Unit
- September 7, 1994 - 4-I63-ER-OPS-FO.45, Chemical Handling and Mixing Operations OU 2, Field Treatability Unit

Based on the DOE letter of September 28, 1994, P&PT will issue the procedures listed in that correspondence.

Three of the eight P&PT personnel were absent last week. Consequently, the performance indicators for this week are lower than normal.

PLANNED ACTIVITIES

Routine editing, performance of document Verification and Validation (V&V), completion of Document Modification Requests (DMRs), and incorporation of SMEs' comments will continue.

PROBLEMS

None.

TRAINING AND QUALIFICATIONS (T&Q) HIGHLIGHTS

ACCOMPLISHMENTS

T&Q staff members attended a demonstration of the Westinghouse Hanford Interactive Video Radiation Worker Training Course. T&Q provided the liquid crystal display and overhead projector which enhanced the presentation. The Radiation Protection group appears to be leaning toward implementation of the computer-facilitated format. The Project Services Manager and T&Q Lead have communicated ERPD's interest in the courses and willingness to provide a pilot center when the courses are implemented.

The Accelerated Training Analysis is progressing on schedule. A letter to the Direct Reports soliciting cooperation and SME designation has been drafted. The search continues for the most valid and reliable instrument to use in information gathering on ERPD functional positions. All Automated Sciences Group (ASG) personnel have completed General Employee Training.

A member of the T&Q staff met with representatives from Data Management, Sample Management, Procedures, Traffic, and the author of pending Level 1 onsite shipping procedures which may supersede the current re-write of 4-B35-ER-OPS-FO.13, Containerization, Preserving, Handling, and Shipping of Samples. Another procedure being written for offsite shipping issues was identified, and its impact to 4-B35-ER-OPS-FO.13 revision is being researched.

T&Q Personnel accomplished the following routine tasks:

- Conducted one safety meeting.
- Attended the RCRA/Waste Generator training update meeting.
- Located all equipment on the 'missing equipment inventory list,' completed proper forms, and submitted to capital equipment personnel.
- Prepared equipment and paperwork for transfer to ASG.
- Attended Readiness Review on 788 Silo Removal Project.
- Released Required Reading 2-G32-ER-ADM-08.02, Evaluation of ERM Data For Usability In Final Reports, to Document Control for distribution.
- Released Required Reading 2-G24-ER-ADM-19.01, Software Management Plan, to Document Control for distribution.

- Continued development of presentations for Training Resource and Data Exchange (TRADE) conference.
- Scheduled a total of 231 Environmental Restoration (ER) employees for the Quality Assurance Overview briefing. To date, 45 employees have viewed the briefing. The majority of the ERPD employees will have completed the training by the end of October. Those who have rescheduled or canceled are being scheduled as time slots become available. Twelve subcontractors have viewed the briefing.
- Continued scheduling of ERPD employees who need Computer Security and RCRA 435.
- Continued providing walk-in dates for employees who need the Hazardous Waste Operations 8-hour refresher. All courses are completely booked through the end of November 1994.
- Scheduled a total of 25 subcontractors for various classes.

INFORMATION

The Sample Management Briefing presentation has been postponed until 4-B35-ER-OPS-FO.13 issues are clarified.

Two EG&G employees failed to attend the make-up briefing on Standing Order #26, Wednesday, October 12, 1994.

The following are statistics for the Computer-Facilitated Training (CFT) Center for the week of October 3-7, 1994:

	Maximum Capacity	Scheduled	Completed	No Shows	Walk In	Canceled
Total	64	40	36	0	7	6

PLANNED ACTIVITIES

Routine activities.

K. Bentzen
October 17, 1994
DGB-197-94
Page 5

PROBLEMS

None.

DGB:tds

Attachments:
As Stated

cc:

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ERPD Project File (2)

PERFORMANCE INDICATORS PLANS AND PROCEDURES TEAM FY 1995

